

In the case of employees who are paid from confidential funds this form is used as both a "Request for Personnel Action" and a "Notification of Personnel Action". Distribution is as follows:

Original - Personnel Office (chronological file by type of action)
1 copy - Personnel Folder
1 copy - Machine Records Division
1 copy - Finance Division
1 copy - Requesting office

Reassignments { 1 copy - Losing office
2 copies - Security Office